

## Amounts for Mileage and Meals

(To be updated periodically in conjunction with guidelines issued by the IRS.)

### Reimbursement Amounts (as of 01/01/2020)

Reimbursements are based on standard IRS allowances.

- Mileage: Rate is 57.5 cents per mile for 2020.
  - Note: If an employee chooses to drive their personal vehicle even though a City vehicle is available, the rate will be \$0.20 per mile less than the IRS rate.
  - Actual mileage will be reimbursed. However, the mileage reimbursement cannot exceed the mileage from the place of employment to the destination as calculated by the shortest/quickest verifiable route using legitimate navigation software.
  
- Meals: Daily meal reimbursements only on days when an overnight stay is required, or an extended period of time occurs.
  - First and last days of travel will be reimbursed at 75% of the daily rate.
  - Extended periods are more than 12 hours (example: 6 a.m. – 7 p.m.) will be reimbursed at 75% of the daily rate.

	In-State	Out-of-State	High Cost Locations ** (specific to cities listed below)
Daily Per Diem Meal Amount	\$45	\$60	\$70

\*\*High Cost Locations may change per IRS guidelines

CITY	STATE
Chicago	IL
Denver	CO
Los Angeles	CA
New York City	NY
Philadelphia	PA
Portland	OR
San Diego	CA
Seattle	WA
Washington, DC	DC